

**Honolulu Hale & Kapolei Hale  
EXHIBIT TERMS & CONDITIONS**

1. The Exhibitor assumes all responsibilities for the installation and removal of all exhibit components as per the dates and times given on the signed Agreement. The Mayor's Office of Culture & the Arts ("MOCA") assumes no responsibility for artwork and/or exhibit elements left on City property after the strike-out date.
2. The care, custody and control of all artwork and exhibit materials, herein referred to as "Property", provided by the Exhibitor are the sole responsibility of the Exhibitor. If security services are, in the opinion of the City, required for the protection of Exhibitor's property, the Exhibitor will engage the services of a licensed guard service to be approved by the City. All arrangements will be made by the Exhibitor and will be subject to approval by the City. A docent or artist in resident during exhibit is encouraged.
3. The Exhibitor indemnifies and agrees to hold harmless the City from any claim relating to damage or loss of exhibitor's property in or about City Hall, including any court costs and attorney fees related thereto. The Exhibitor shall waive all claims against the City for injuries incurred by the Exhibitor, his staff, employees, and guests unless due to gross negligence on the part of the City; and shall indemnify and hold harmless the City from and against any and all liability damages, costs or expenses, including attorney's fees, arising from any act of omission or negligence of the City.
4. The Exhibitor shall assume the responsibility for any damages to City facilities or equipment as a result of exhibition or use by Exhibitor. If so required by the City, the Exhibitor shall acquire sufficient insurance to cover damage or loss to the property and name the City as an additional insured on the policy.
5. The Exhibitor assumes the responsibility to print fliers, posters, and other promotional items related to the exhibit. No less than one month before the exhibit opening, the Exhibitor shall present to MOCA for approval, a written copy of media or advertising releases prior to publication. It is requested that any and all printed materials related to the exhibit mention the MOCA.
6. The Exhibitor may provide price lists and contact phone numbers. Artwork labels, however, cannot display prices. Actual sales transactions are not permitted on City property.
7. Load in and striking of exhibit must take place during city building hours, 7:45 AM – 4:30 PM, Monday through Friday. Evening load in and strike out will be considered up to 8 PM. No weekend or holiday use of City facilities without the approval of the Mayor's Office and the compliance of Rules of the Facilities of the City & County of Honolulu. (R. O. 1969, Section 6-2.2 and Ordinance No. 79-21.)
8. The City reserves the right to move exhibits to accommodate receptions in the courtyard. The exhibit will be moved back after each event.
9. The Exhibitor agrees to provide a minimum of four persons to move and return pedestals, panels, and plexiglas covers while under the technical supervision of a MOCA employee. The Exhibitor shall provide their own hanging personnel and supplies (i.e. nails, monofilament, hooks, etc.) as well as any hand tools as necessary to install their exhibit. The City will supply display panels, pedestals, vitrines and plexiglass covers if available.
10. The Exhibitor shall submit pictures or slides of his or her artworks for MOCA's preview. These pictures will be returned to the Exhibitor.
11. Absolutely no parking is allowed in front of City Hall. Cars will be subject to be towed at owner's expense. However, FREE parking during installation hours may be arranged by MOCA at the Civic Center parking structure for Honolulu Hale Exhibitor(s).
12. Organizations wishing to hold a reception in conjunction to their exhibit must complete a MOCA EVENT FORM and comply with the Event Usage Policy.
13. The City reserves the right to cancel any exhibition due to unforeseen circumstances or for the exhibitor's failure to follow the aforementioned guidelines.
14. City Hall building hours are Mondays through Fridays, 7:45 AM – 4:30 PM excluding holidays.

***The exhibit date applied for is not confirmed until this Exhibition Application form has been agreed to and signed by both Exhibitor and MOCA:***

Exhibitor \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_



Mufi Hannemann, Mayor

Exhibitor: \_\_\_\_\_

Address: \_\_\_\_\_

Representative: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Exhibit Theme/Title: \_\_\_\_\_

Statement of Purpose: \_\_\_\_\_

\_\_\_\_\_

Requested Exhibit Date: _____	Requesting Exhibit Area Courtyard ( )
Set-up Date: _____ Time: _____	Lane Gallery ( )
Strike-out Date: _____ Time: _____	Third Floor ( )
Reception Date: _____ Time: _____ <i>(All applicants requesting an event must fill out an EVENT APPLICATION)</i>	Kapolei Hale ( )

ARTWORKS TO BE DISPLAYED

Dimensions	Number	City Equipment to be Borrowed:
Two Dimensional Sizes: _____	_____	_____ display panel
_____	_____	_____ plexiglas cover
_____	_____	_____ hanging hardware
Three Dimensional Sizes: _____	_____	_____ 8 foot ladder
_____	_____	_____ hand truck
_____	_____	_____ dolly
Total number of pieces: _____	_____	

Will the exhibition be juried? yes ( ) no ( ) if juried, please provide:

Juror's Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

*The undersigned Applicant hereby gives the Mayor's Office of Culture and the Arts permission to verify the information contained herein and understands that: (a) No date or facility will be held by the Mayor's Office of Culture and the Arts until the Applicant returns this application and is approved by the Mayor's Office of Culture and the Arts. (b) Any use of Honolulu Hale or Kapolei Hale is subject to the Mayor's Office of Culture and the Arts approval.*

Please read EXHIBIT TERMS & CONDITIONS (Back). Completed application should be returned to:

The Mayor's Office of Culture and the Arts  
530 South King Street, Room 404  
Honolulu, Hawai'i, 96813 or Fax (808) 523-4215 Phone: (808) 523-4674  
E-mail:moca-info@honolulu.gov